

## **Rochester Land Bank Corporation**

### **Meeting Minutes**

**January 15, 2015**

**City Hall, Rm. #223-B**

**30 Church Street,**

**Rochester, NY 14614**

**Board Members Present:** Andrea Guzzetta, Kim Jones, Gary Kirkmire, Dana Miller, George Parker, Kate Washington, Carol Wheeler

**Non-Board Members Present:** Maritza Mejias, Rianne Mitchell, Scott Smith, Tom Warth

The meeting was called to order at 3:01 pm by Carol Wheeler, Board Chair.

The minutes from the last meeting were distributed. Gary Kirkmire moved that the minutes be approved. George Parker seconded. The motion was approved by the board.

The first item of discussion was Resolution No. 1 of 2015 to transfer 204 Flint Street, 78 Glendale Avenue, 129 Mason Street, 600 Thurston Road & 37 Woodward Street to the City. Carol Wheeler asked for confirmation that none of the properties would be suitable for CRI Grant Program. Kathy Sheets confirmed that none of these properties met the program criteria. Gary Kirkmire noted that 78 Glendale Avenue was still in the process of being demolished wanted to be sure that the City did not take title prior to the demolition's completion. Kathy Sheets assured the board that the donation agreement between the Land Bank and Wells Fargo described the property as vacant lot at 78 Glendale Ave and that the Land Bank would not take title until the property was demolished. Dana Miller asked when the properties would be auctioned. Kathy Sheets answered that though it generally occurs in December each year, a date had not yet been set for the 2015 City Surplus Auction. Any residential properties that had been donated and had not been sold prior to that time would be included in that auction. Dana asked how long the City will be responsible for maintenance of the properties. Kathy explained that because of the Shared Services Agreement, the City will be responsible for maintenance as soon as the Land Bank takes title and until the properties are sold by the City. Carol Wheeler asked what the opening bid is for properties at the City Surplus Auction. Kathy answered that the opening bid for City-owned residential properties was \$400, but that the low initial bid seems to have had an inflationary effect on ultimate sales price in recent auctions. George Parker moved that the board approve the transfer of the five properties to the City. Gary Kirkmire seconded the motion. The board unanimously approved the resolution.

Next, the board discussed the Treasurer's Report and the CRI Grant Progress report. Carol Wheeler observed that though little had changed since the previous month's report, the Land Bank had completed more than 50% of the CRI grant activities in each category and was on target for successful completion by the end of the first grant term in December 2015.

The board next reviewed its ongoing action plan and discussed pending items. Kathy Sheets noted that as the Certificate of Incumbency had been signed by the board members at the last meeting, it could be moved to the completed sheet. Rianne Mitchell stated that the Land Bank had still not received one of the required

attachments to the document, a Certificate of Good Standing, from the Department of State. George Parker suggested downloading a short form of the Certificate from the website. Kim Jones informed the board that she had engaged Freed Maxick to complete the Land Bank's first tax return. Regarding the pursuit of state funding, Andrea Guzzetta passed on the governor's recent announcement of \$1.5 billion in funding being allocated to the Upstate region. Kate Washington explained that funding will be awarded in \$5 million increments.

Carol Wheeler gave the board an overview of what she intended to include in her report to City Council. The Land Bank Act delineates three categories of information that must be presented: administrative activities, projects, and expenditures. Carol indicated that she would be presenting information about expenditures for the first fiscal year, which ended June 30, 2014. She asked the board for input about activities in which the Land Bank had engaged that they thought might be important to share with City Council. Kim Jones thought the New York State Land Bank Association merited description. Tom Warth agreed that it would make sense to mention both the Association's Fall Summit and their recent decision to incorporate as a 501(c)4. Kate Washington mentioned the local press conference held by Attorney General Schneiderman to announce the Round 2 CRI grant awards.

Continuing the review of the Action Plan, Carol Wheeler noted that the board had previously discussed meeting with the Community Advisory Board on a semi-annual basis. Gary Kirkmire asked if the public had been notified about which properties would be demolished using the second round CRI grant funding. Kathy Sheets agreed that it would make sense to inform both the Community Advisory Board about all of the upcoming grant activities and to report to City Council on all of the activity, including the demolitions, taking place under the Shared Services agreement with the City. Tom Warth remarked on how much of an advantage the relationship with the City gave Rochester's Land Bank in comparison with others that must build capacity themselves. Carol Wheeler suggested that the City's Division of Environmental Quality (DEQ) be invited to the February board meeting. Kathy Sheets explained that when she mentioned the visit in a meeting with the division head, he indicated a preference for March or April. Tom Warth indicated the revisions to the Investment Policy could be made for review at the February board meeting. Kathy recommended the board form a working group to organize the visioning meeting with the Community Advisory Group. Tom Warth suggested that it be planned to occur subsequent to the report to City Council so that the same information about the Land Bank's activity in the previous year could also be shared with Advisory Group. The board brainstormed ideas about a location away from City Hall at which to host the meeting. Carol Wheeler recommended that the meeting take place prior to the end of the City fiscal year so that any recommendations made might be taken into account as part of the budget process. George Parker pointed out that visioning has a much longer time horizon than the budget cycle. Kate Washington noted that the City's five-year Consolidated Plan was being developed this spring as well. Carol suggested that it might make sense to have the consultants assisting with the Consolidated Plan meet with the Community Advisory Group. Andrea Guzzetta reported that the risk mitigation working group had met and the members had divided the Land Bank's existing policies among themselves to review for possible areas of risk.

The meeting was adjourned at 3:47 pm.

ATTEST:   
George Parker – Secretary, Rochester Land Bank Corporation